

Training 9-1: Payment Process, Pupil Count Report, & Audit Overview



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Choice payment process, the pupil count reports, and the enrollment audits.

FTE Determination

- FTE means full-time equivalent and is used to calculate the payment amount per Choice pupil.
- Pupils in grades 1 -12 are counted as 1.0 FTE.



The Choice payments are made based on the full-time equivalent or FTE. Pupils in grades 1-12 are counted as 1.0 FTE.

5-Year Old Kindergarten FTE

- Five year-old kindergarten (K5) pupils are counted as:
 - 0.5 FTE if attending less than full-time but at least 437 hours a school year.
 - 0.6 FTE if attending 3 full days of instruction each week.
 - 0.8 FTE if attending 4 full days of instruction each week.
 - 1.0 FTE if they attend school five full-days a week.



The FTE for pupils in five year-old kindergarten, or K5, is dependent on how many full days a week a pupil is attending. If the school provides a K5 program for its Choice pupils, the school must identify on the Intent to Participate form, or ITP, which K5 program the school will have.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.

4-Year Old Kindergarten FTE

- Four year-old kindergarten (K4) pupils are generally counted as 0.5 FTE.
- If the school provides an additional 87.5 hours of parental outreach activities for the parents of K4 pupils, the school may count the pupils as 0.6 FTE.

Pupils in four year-old kindergarten, or K4, are generally counted as 0.5 FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides K4 Parental Outreach activities for the parents of its K4 pupils. The school is required to identify, on its ITP, if it plans on providing an additional 87.5 hours of K4 Parental Outreach activities to qualify for the additional 0.1 FTE.

K4 Parental Outreach activity requirements are discussed in further detail in the K4 Parental Outreach Activities Bulletin located on the DPI website located at <https://dpi.wi.gov/sms/choice-programs/bulletins> as well as in the K4 Parental Outreach Activities training.

Payments

- The Department of Public Instruction (DPI) pays the voucher amount per FTE.
- Eligible schools will receive an ACH for each payment in September, November, February and May.
 - The September and November payments are ultimately based on the number of pupils that meet the attendance requirements for the 3rd Friday in September.
 - The February and May payments are based on the number of pupils that meet the attendance requirements for the 2nd Friday in January.

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During the school year, the DPI pays the school based on the voucher amount per FTE.

Choice payments are made via electronic funds transfers into a bank account designated by the school. When a school first joins the Choice program, it must be set up in the Aids Banking System if it has not previously received payments from the DPI. Schools that previously received USDA Food Program payments or payments from the Special Needs Scholarship Program are already set up in the Aids Banking System. The DPI maintains a Private School Aids Register, which includes a history of payments made to the schools. The school will only be able to set up one bank account where all DPI funds will be deposited. If the school would like the funds in different accounts, it must transfer the money after it is received from the DPI.

Choice payments are made quarterly. The payments for September and November are ultimately based on the number of pupils that met the attendance requirements as of the 3rd Friday in September. The February and May payments are based on the number of pupils that met the attendance requirements for the 2nd Friday in January.

Payment Process

- The September payment is 25% of the annual FTE Choice payment amount for each eligible pupil on the Preliminary Enrollment Report.
- The November payment is 50% of the annual FTE Choice payment for each eligible pupil on the 3rd Friday in September Pupil Count Report and class list less the September payment for each pupil on the Preliminary Enrollment Report.
- The February & May payments are each 25% of the annual FTE Choice payment amount for each eligible pupil on the 2nd Friday in January Count Report and class list.

Since the DPI needs to make a payment by the end of September for the pupils that meet the attendance requirements as of the 3rd Friday in September, the schools are required to submit the Preliminary Enrollment Report. This report identifies the number of pupils that are enrolled in the school at the beginning of the school year.

The November payment is then a true-up payment. The November payment is calculated based on the number of Choice pupils on the 3rd Friday in September Pupil Count Report multiplied by 50% of the annual payment less the payments received in September. So if there are pupils that were on the Preliminary Enrollment Report that do not end up attending the school and meeting the 3rd Friday in September Pupil Count Report requirements, the school will be required to repay the September payment for those students. If there are pupils that were not included on the Preliminary Enrollment Report that meet the 3rd Friday September count requirements, the school will receive 50% of the annual payment for the pupils in November.

The February and May payments are each 25% of the annual FTE amount for each eligible pupil on the 2nd Friday in January Count Report.

Preliminary Enrollment Report

- Provide a list of the Choice pupils enrolled at the school at the beginning of the school year.
- Must be submitted in the Online Application System (OAS).
- Provide the total number of all pupils and Choice pupils at the school.

The Preliminary Enrollment Report lists the Choice pupils enrolled at the school with an eligible application who have not withdrawn and are not expected to withdraw before the 3rd Friday in September. The school must also provide the total number of all pupils and Choice pupils at the school.

The Preliminary Enrollment Report is submitted using the Online Application System (OAS).

3rd Friday in September and 2nd Friday in January Pupil Count Reports

- Identify the following for each Choice pupil as of the applicable count date:
 - The grade the pupil was in; and
 - Whether the pupil met the count requirements.



The 3rd Friday in September and 2nd Friday in January Pupil Count Reports must identify two things for each Choice pupil. First, it must identify the grade the pupil was in for the applicable count date. Secondly, it must identify if the pupil met the 3rd Friday in September or 2nd Friday in January count requirements.

The 3rd Friday in September and 2nd Friday in January Pupil Count Reports count the number of Choice pupils who met the count requirement. The reports also include the total number of pupils at the school.

The 3rd Friday in September Pupil Count Report and the 2nd Friday in January Pupil Count Report are also submitted using the OAS.

3rd Friday in September and 2nd Friday in January Pupil Count Reports

- A pupil meets the attendance requirements if one of the following apply:
 - Pupil was in attendance for instruction on the count date; or
 - The pupil was absent on the count date, but attended at least one day before and one day after the count date and was not enrolled in another school during his or her absence.

The attendance requirements for reporting purposes are the same for Choice pupils and non-Choice pupils. The pupils must either be in attendance on the count date or be in attendance any day before and any day after the count date. Please note the requirement that the pupil be there any day before and any day after does not mean that the pupil must be at the school the Thursday before and the Monday after the count date. It is any day before and any day after within the school year. If the pupil is meeting the day before and day after requirement, the pupil may not have been at another school during the period of absence. This means the pupil may not have been at another private school or public school in or outside of Wisconsin. The pupil must also not have been homeschooled during the period of absence.

Enrollment Audits

- An independent auditor must complete an audit of the 3rd Friday in September count and the 2nd Friday in January count.
- September Enrollment Audit due December 15th
- January Enrollment Audit
 - WPCP & RPCP participants: May 1st
 - MPCP only participants: June 30th

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An independent auditor must complete an audit of the 3rd Friday in September Pupil Count Report and the 2nd Friday in January Pupil Count Report. As part of the Enrollment Audit, the auditor will determine if the school's Choice student applications were eligible and if the pupils met the attendance requirements.

The September Enrollment Audit is due by December 15th for all schools. The January enrollment audit is due for any participants in the Wisconsin Parental Choice Program, or WPCP, and Racine Parental Choice Program, or RPCP, by May 1st each year. If the school only participates in the Milwaukee Parental Choice Program, or MPCP, the January Enrollment Audit is due by June 30th. Please note that the school must complete and submit the January Enrollment Audit by May 1st if it is participating in WPCP or RPCP, even if it does not have any students in either of those programs. Further, if the school is required to submit the January Enrollment Audit by May 1st, the audit must include all Choice programs the school participates in, including the MPCP.

Enrollment Audits (cont.)

- The auditor will identify the following in the Enrollment Audit:
 - Ineligible students
 - Pupils included in the count that require corrections to DPI's data.
 - Pupils that were not included in the count but should be added because they meet all the requirements based on the audit.

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The auditor will identify ineligible applications in the Enrollment Audit. Examples of reasons why a pupil may be determined ineligible include:

- The pupil did not meet the attendance requirements, or
- The pupil has an incomplete application.

If the application information for any of the pupils must be corrected, the auditor will identify this in the audit. The auditor will also identify if there are pupils that should have been included in the pupil count report that were not.

Items that require changes to OAS are only made through the Enrollment Audit by the auditor at this time. See the Application Verification and Corrections FAQ for the last day that changes can be made by emailing the DPI. Available on the School Application Processing webpage at <https://dpi.wi.gov/sms/choice-programs/student-applications-processing>.

Enrollment Audits (cont.)

- Official Attendance Records: A listing of all pupils enrolled in grades K4-12 at the school by grade level from the Student Information System (SIS).
- Original Classroom Records: Classroom grade books or other records maintained by teachers identifying daily attendance or absences, grades or other indications of instruction such as progress reports. These cannot be the same as the Official Attendance Records.

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The school must provide the auditor with two attendance related documents as part of the Enrollment Audit.

The first is the official attendance records. This is a listing of all students, by grade level, who were in attendance at the school on the count date or before and after the count date. Choice pupils must be identified on these records. The official attendance records must come from the school's Student Information System, or SIS, and should be the same official attendance records that are used for the Special Needs Scholarship Program, if the school is also participating in that program.

The original classroom records are classroom grade books or other records maintained by teachers identifying daily attendance or absences, grades or other indications of instruction such as progress reports. The distinguishing factor between the original classroom records and the official attendance records are that the original classroom records must be teacher originated. The original classroom records cannot be the same as the official attendance records.

Since administrative staff generally have the ability to modify the records for pupils that are tardy or leave early, general attendance records typically do not work as original classroom records. If the school only has attendance records that can be modified by individuals

other than teachers, the school could print the attendance records and have the teacher sign the attendance record so that they are teacher originated. The school would have to print the attendance records for the count date, as well as any day before and any day after the count date if some student's met the requirement due to meeting the day before and after the count date attendance requirement.

Certification Letters

- Once the DPI has reviewed and made any necessary changes to the Enrollment Audit, certification letters are emailed.
- Certification letters are emailed for each Enrollment Audit.
- The DPI will pay any amounts owed to the school via ACH or net any amounts owed to the DPI with future Choice payments.

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The DPI will remove any ineligible students, add eligible students, and make changes to the pupil application data based on the Enrollment Audits. A certification letter will then be sent for each of the Enrollment Audits. The certification letter will identify any ineligible pupils.

If the DPI owes the school money, the DPI will pay the amount owed via electronic funds transfer within 60 days of the date of the certification letter. If the certification letter requires that the school repay the DPI, the DPI will net the amount owed with a future Choice payment.

Payment Listing

- The OAS includes a listing of all students that received a payment during the year.
- In order to access this listing, click on "Payments" on the left navigation bar to access the list.



Choice Program
Logout
Training
Address Search
Milw Addr Search
Racine Addr Search
Applications
App Summary
Submit Apps to DPI
Export to Excel
Export for WISEid
Intent to Attend
Pupil Count
Prelim Enrollment
September Count
January Count
Historical Data
Payments
Other Reports
Summer Sch Courses
Summer Sch Count

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The OAS includes a listing of all students that received a payment during the school year. The administrator or an authorized designee from the school must log into the OAS and select "Payments" under "Pupil Count" on the left menu bar.

Payment Listing (cont)

Private School Choice Programs

Payments per Pupil

School Year: 2017 - 2018



City: WPCP

School Name: Example School

Show Report

Export Data

Optional Columns:

☒ Audited 3rd Friday in September Headcount

☒ School Name

☒ Audited 3rd Friday in September FTE

☒ Date of Birth

☐ Audited 2nd Friday in January Headcount

☐ Audited 2nd Friday in January FTE

- In the payments report, click the down arrow and select the applicable school year.

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In the payments report, click the down arrow and select the applicable school year to view the payment listing for your school. The payment listing is available for 2015-16 and any school year thereafter that the school participated in one of the Choice programs.

If the school participates in multiple choice programs, the administrator or designee must log into each program separately to view the payment listing.

Payment Listing (cont)

School	Student	DOB	App ID	Application Grade	September Payment	November Payment	Audited 3rd Friday Adjustment	February Payment	May Payment	Audited 2nd Friday Adjustment	Total Paid
Example School	Aders, Luis	4/15/2008	315657	2	1,830.75	1,830.75	0.00	0.00	0.00	3,661.50	7,323.00
Example School	Jones, Beth	5/24/2010	315651	KG	1,830.75	1,830.75	0.00	1,830.75	1,830.75	-3,661.50	3,661.50
Example School	Jones, Bill	6/5/2009	315653	1	0.00	3,661.50	0.00	1,830.75	1,830.75	0.00	7,323.00
Example School	Konrad, Lisa	3/1/2000	315680	9	1,992.25	1,992.25	-3,984.50	1,992.25	1,992.25	-3,984.50	0.00
Example School	Neetz, Norah	4/7/2006	315660	3	1,830.75	-1,830.75	0.00	0.00	0.00	0.00	0.00
Example School	Neetz, Theola	3/5/2004	315662	5	0.00	0.00	0.00	1,830.75	1,830.75	0.00	3,661.50
Total:					7,484.50	7,484.50	-3,984.50	7,484.50	7,484.50	-3,984.50	21,969.00

- The payment listing shows the four payments and the adjustment payments made as part of the Enrollment Audits.

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The payment listing in OAS will show the four payments, and the 3rd Friday and 2nd Friday adjustment amounts. The quarterly payments are added to the payment listing as the payments are made throughout the year.

The Audited 3rd Friday Adjustment column shows any changes to the amount the school was eligible for the September and November payments.

The Audited 2nd Friday Adjustment column includes any changes as a result of the January Enrollment Audit. If a pupil was identified as ineligible for the 3rd Friday in September through the January Enrollment Audit, the amount owed back for the first half of the year is included in the Audited 3rd Friday Adjustment column.

Please note that the per pupil payment amount may change each school year. The payment amounts used in this example are for illustration purposes only.

Payment Listing-3rd Friday in September Payments

School	Student	DOB	App ID	Application Grade	September Payment	November Payment	Audited 3rd Friday Adjustment	February Payment	May Payment	Audited 2nd Friday Adjustment	Total Paid
Example School	Aders, Luis	4/15/2008	315657	2	1,830.75	1,830.75	0.00	0.00	0.00	3,661.50	7,323.00
Example School	Jones, Beth	5/24/2010	315651	KG	1,830.75	1,830.75	0.00	1,830.75	1,830.75	-3,661.50	3,661.50
Example School	Jones, Bill	6/5/2009	315653	1	0.00	3,661.50	0.00	1,830.75	1,830.75	0.00	7,323.00
Example School	Konrad, Lisa	3/1/2000	315680	9	1,992.25	1,992.25	-3,984.50	1,992.25	1,992.25	-3,984.50	0.00
Example School	Neetz, Norah	4/7/2006	315660	3	1,830.75	-1,830.75	0.00	0.00	0.00	0.00	0.00
Example School	Neetz, Theola	3/5/2004	315662	5	0.00	0.00	0.00	1,830.75	1,830.75	0.00	3,661.50
Total:					7,484.50	7,484.50	-3,984.50	7,484.50	7,484.50	-3,984.50	21,969.00

In this example, Luis, Beth, and Lisa were included in the Preliminary Enrollment Report and the 3rd Friday in September Pupil Count Report. As a result, the school received a payment for the students in September and November. Lisa was determined ineligible through the September Enrollment Audit, so the Audited 3rd Friday Adjustment column indicates the full amount is owed back for her.

Bill was not included in the Preliminary Enrollment Report but was included in the 3rd Friday in September Pupil Count Report. Due to this, DPI paid the school a double payment for Bill in November.

Finally, Norah was included in the Preliminary Enrollment Report but was not included in the 3rd Friday in September Pupil Count Report. As a result, the November payment column includes a repayment of the amount paid for Norah in September.

Payment Listing-2nd Friday in January Payments

School	Student	DOB	App ID	Application Grade	September Payment	November Payment	Audited 3rd Friday Adjustment	February Payment	May Payment	Audited 2nd Friday Adjustment	Total Paid
Example School	Aders, Luis	4/15/2008	315657	2	1,830.75	1,830.75	0.00	0.00	0.00	3,661.50	7,323.00
Example School	Jones, Beth	5/24/2010	315651	KG	1,830.75	1,830.75	0.00	1,830.75	1,830.75	-3,661.50	3,661.50
Example School	Jones, Bill	6/5/2009	315653	1	0.00	3,661.50	0.00	1,830.75	1,830.75	0.00	7,323.00
Example School	Konrad, Lisa	3/1/2000	315680	9	1,992.25	1,992.25	-3,984.50	1,992.25	1,992.25	-3,984.50	0.00
Example School	Neetz, Norah	4/7/2006	315660	3	1,830.75	-1,830.75	0.00	0.00	0.00	0.00	0.00
Example School	Neetz, Theola	3/5/2004	315662	5	0.00	0.00	0.00	1,830.75	1,830.75	0.00	3,661.50
Total:					7,484.50	7,484.50	-3,984.50	7,484.50	7,484.50	-3,984.50	21,969.00

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In this example, Beth, Bill, Lisa, and Theola were included in the 2nd Friday in January Pupil Count Report. As a result, the school received a payment for the students in February and May.

Beth and Lisa were determined ineligible through the January Enrollment audit, so the Audited 2nd Friday Adjustment column indicates the February and May payments are owed back for them.

Finally, Luis was determined eligible in the January Enrollment Audit so the Audited 2nd Friday Adjustment includes a payment for this student.

Exporting the Payment Listing

Private School Choice Programs

Payments per Pupil

School Year: 2017 - 2018 ▼

City: **WPCP**

School Name: **Example School**

Show Report

Export Data

Optional Columns:

☒ Audited 3rd Friday in September Headcount ☒ School Name

☒ Audited 3rd Friday in September FTE ☒ Date of Birth

☐ Audited 2nd Friday in January Headcount

☐ Audited 2nd Friday in January FTE

- Click the “Export Data” button to export the payment data to Excel.
- The report in Excel will provide the headcount and FTE by student for each payment and for each adjustment payment.

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The school can export the data to Excel by clicking "Export Data." The report in Excel will provide the headcount and FTE by student for each payment and for each adjustment payment.

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



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If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.